



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
155 Merrimack Street
Lowell, MA 01852

Joel D. Boyd, Ed.D
Superintendent

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To: Superintendent
From: Chief Operations Officer
Date: December 2, 2019

The Confidential Secretary to the Superintendent has requested that she be considered for a contract. Finance records indicate that her predecessor had a contract with a rate of pay of \$62,004.00 in 2014. For the 2019/2020 school year, the current Confidential Secretary to the Superintendent is scheduled to earn \$63,336.00 per year.

Enclosed is a three (3) year proposed contract for the Committee's consideration. It is a 3-year contract with a starting annual salary of \$65,000.00 with a term of July 1, 2019 to June 30, 2022 to coincide with the Superintendent's start date.

CONFIDENTIAL SECRETARY.

THIS AGREEMENT, made on ____ day of December, 2019 by and between the SUPERINTENDENT OF SCHOOLS, hereinafter referred to SUPERINTENDENT, and MINERVA PALAZZO, hereinafter referred to as CONFIDENTIAL SECRETARY.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. EMPLOYMENT:

LOWELL PUBLIC SCHOOLS hereby employs MINERVA PALAZZO as CONFIDENTIAL SECRETARY of the public schools of Lowell, and CONFIDENTIAL SECRETARY hereby accepts employment on the following terms and conditions:

The CONFIDENTIAL SECRETARY shall be employed for a three-year period commencing July 1, 2019 through June 30, 2022.

The SUPERINTENDENT and the CONFIDENTIAL SECRETARY shall meet at least sixty (60) days prior to the expiration date of this AGREEMENT for the purposes of reviewing continuation of the AGREEMENT and to discuss the terms of the SUCCESSOR AGREEMENT.

2. NO TENURE:

This AGREEMENT shall not grant the CONFIDENTIAL SECRETARY tenure. The SUPERINTENDENT shall annually evaluate the performance of the CONFIDENTIAL SECRETARY.

3. COMPENSATION:

The CONFIDENTIAL SECRETARY shall be paid an annual salary of \$65,000.00 effective July 1, 2019. She shall be paid in equal installments in accordance with the policy of the Lowell School Committee governing payments of salary of other professional staff members in the school department. She shall receive a 2% raise on January 1, 2020, a 1% raise June 30, 2020; a 2% raise on January 1, 2021, a 1% raise on June 30, 2021, a 2% raise on January 1, 2022, and a 1% raise on June 30, 2022.

4. SEVERANCE CLAUSE:

At the time of the CONFIDENTIAL SECRETARY's retirement, death, or resignation, the CONFIDENTIAL SECRETARY or her estate will receive 100% for all accrued vacation and 331/3 payment for all unused sick leave.

5. TERMINATION:

In the event that said CONFIDENTIAL SECRETARY desires to terminate this contract before the term of services shall have expired, she may do so if she gives at least ninety (90) days written notice of her intention to the SUPERINTENDENT and the SUPERINTENDENT accepts said resignation.

6. DUTIES AND RESPONSIBILITIES:

The CONFIDENTIAL SECRETARY shall perform faithfully to the best of her ability, the duties of CONFIDENTIAL SECRETARY, as outlined in the attached exhibit marked "A." The hours of work for the CONFIDENTIAL SECRETARY shall be from 8 a.m. to 4 p.m.

7. LOWELL RETIREMENT ASSOCIATION:

The CONFIDENTIAL SECRETARY shall be a member of the Lowell Retirement System.

8. FRINGE BENEFITS:

The CONFIDENTIAL SECRETARY shall be entitled to all insurance (medical, hospital, retirement, and life) benefits and all other fringe benefits currently available to Administrative Assistants, such benefits expressly provided for in this contract or to be agreed upon in the future. The SUPERINTENDENT and the CONFIDENTIAL SECRETARY may agree or alter components of these benefits or to add benefits not currently available to professional personnel.

9. ANNUAL VACATION:

The CONFIDENTIAL SECRETARY shall receive twenty-five (25) working days as annual vacation, exclusive of legal holidays, as she has over 15 years of service to the City of Lowell. Vacation time shall be cumulative to sixty (60) days above the 57.63 days that were accumulated on June 30, 2019. As of 10/19/19, her current accumulation of vacation days

was 82.63 days which shall not be adjusted as the total number of vacation days offered does not differ from her previous allocated amount for the time period before this contract.

10. SICK LEAVE:

The CONFIDENTIAL SECRETARY shall be entitled to sick leave in an amount equal to, but not in excess of, fifteen (15) days of sick leave for each year of this contract and any extensions hereunder. The CONFIDENTIAL SECRETARY shall be permitted to accumulate unused sick leave and shall be entitled to sick leave buyback rights upon resignation or retirement which Administrative Assistants are afforded.

The CONFIDENTIAL SECRETARY shall be eligible for extended sick leave benefits as are presently available to administrators and as such benefits may be amended from time to time.

The CONFIDENTIAL SECRETARY shall be allowed two (2) days of paid personal leave annually, and if not used, these days shall be added to accumulated sick leave. The CONFIDENTIAL SECRETARY shall be allowed five (5) days of bereavement leave annually in the event of the death or serious illness of a member in her immediate family.

11. TERMINATION, DEMOTION, AND SUSPENSIONS: the Superintendent of Schools may dismiss, demote or suspend the CONFIDENTIAL SECRETARY for good cause and in accordance with the procedures contained in Massachusetts General Laws. "Good cause," shall mean grounds put forth by the Superintendent of Schools which is not arbitrary, irrational, unreasonable, in bad faith or irrelevant to the operation of the school system.

12. ENTIRE AGREEMENT:

This contract embodies the whole AGREEMENT between SUPERINTENDENT and the CONFIDENTIAL SECRETARY and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a written amendment, signed by the party against whom enforcement thereof is sought.

13. SEVERABILITY:

It is understood and agreed by the parties that if any part, term or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the Commonwealth

of Massachusetts, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provisions held to be invalid.

14. APPLICABLE LAW:

This Agreement shall be construed in accordance with and governed by the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF parties have hereunto signed and sealed this AGREEMENT and a duplicate thereof this ____ day of December in the year 2019.

CONFIDENTIAL SECRETARY

FOR THE LOWELL PUBLIC SCHOOLS

Minerva Palazzo

Joel D. Boyd, Ed.D.
Superintendent of Schools

APPROVED AS TO FORM:

Christine P. O'Connor
City Solicitor

11/25/2019

Job Applicant Manager

Confidential Secretary of the Superintendent of Schools

This job posting is closed.

Job Posting Information

Posting ID: POS20140506000002

Posting Start Date: 5/6/2014

Name: Confidential Secretary of the Superintendent of Schools

Posting End Date: 5/26/2014

Location: Central Office, Lowell Public Schools

Overview: SUMMARY

- Performs a variety of secretarial functions requiring full knowledge of the Office of the Superintendent of Schools.
- Assists the superintendent with tasks necessary for the efficient operation of the public schools.
- Completes the detail and written work and coordinate other matters essential to the efficiency and effectiveness of the Office of Superintendent.
- Completes and compiles the detail and written work related to School Committee actions and coordinate other matters essential to the efficiency of the School Committee.

Essential Duties and Responsibilities include the following:

1. Gives timely public notice of School Committee meetings, prepares the agenda and relevant materials for School Committee meetings, and prepares follow up communications, as appropriate.
2. Coordinates expulsion hearings, confers with appropriate administrative and legal staff to prepare correspondence, and schedules stenographer, as needed.
3. Prepares all correspondence of the Superintendent and School Committee regarding negotiations and other labor union matters.
4. Coordinates the grievance process, including preparing correspondence of the Negotiator and the Superintendent regarding grievances and arbitrations, scheduling meetings, maintaining a calendar of scheduled grievances and arbitrations, maintaining files of proceedings of grievances, arbitrations and negotiations.
5. Maintain and update Lowell Public Schools website. This includes, but is not limited to, keeping the district wide calendar updated with all important dates and events, updating and maintain the Superintendent's pages, and maintaining the School Committee pages. Additional maintenance and duties to be performed as requested.
6. Coordinates the timely preparation of school system documents, including School Calendar, Early Dismissal Schedule, Schedule of School Hours, Superintendent Administrative Meeting agendas, etc. disseminates and posts on the LPS website
7. Communicates with members of the Lowell School Committee, as needed.
8. Communicates with State and City officials
9. Compiles accurate operational statistics and gathers such other data as the superintendent may require.
10. Maintains the district policy manual.
11. Maintains the archive of school committee and central office records.
12. Receives all incident reports.
13. Takes and transcribes dictation of various types, including correspondence and notices.
14. Obtains, gathers and organizes pertinent data as needed and puts it in usable form.
15. Processes and screens appropriately incoming correspondence and calls as instructed.
16. Maintains a schedule of appointments and makes arrangements for conferences, interviews and meetings.
17. Prepares and disseminates the bi-weekly Superintendent's Bulletin for faculty and staff, the Superintendent's Newsletter and Administrative Updates..
18. Assigns duties to and supervises the work of office staff in the Superintendent's Office.
19. Uses sound judgment to report to the superintendent developments or problems requiring the superintendent's awareness or action.
20. Performs related work as required.

QUALIFICATIONS

1. Must have excellent interpersonal skills, highly developed secretarial skills, sound judgment, and well-developed organizational skills. In addition, to perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. At least 5 years of exemplary full-time office experience.
3. Works collaboratively with all members of State and City Offices and governmental agencies
4. Maintains a highly confidential demeanor and possesses excellent communication skills with all constituency groups.
5. Ability to take dictation accurately and efficiently.
6. Proficient with various productivity suites including: MS Office, iWork, and Google Apps. Comfortable in both Mac and Windows operating environments. Knowledge of mobile operating systems is also desired.
7. Ability to effectively use email and web search strategies to convey and secure appropriate information
8. Ability to read and interpret documents, writes routine reports and correspondence accurately, and speak effectively on the telephone and in person.
9. Ability to exercise sound judgment, self-starter, takes initiative, and applies common sense and understanding when confronted with both routine and unexpected situations.

REPORTS TO: Superintendent of Schools

EFFECTIVE DATE OF EMPLOYMENT: July 01, 2014

TERMS OF EMPLOYMENT: Twelve month position, non-affiliated employee

SALARY: \$ 53,000 to 62,000 annually

**Required
Education Level:**

Required Skill Sets:
(All listed items are required to qualify for this position.)

Additional/Optional Skill Sets:
(All listed items are optional and not required to qualify for this position.)

Assignments

Hiring Manager: Jean Franco

Hiring Manager View: View Applicants
View Transfer Applicants
View Qualified Candidates
View Forwarded Candidates

HR Staff:

Email Group:

Salary and Benefit

Salary: Salary

Benefit: Standard Employee Benefit

Salary Range: \$53,000 to \$62,000

Additional Questions

There are currently no additional questions.